



Civic Award Nominations 2025

Introduction

The Lewes Town Council Civic Awards aim to recognise and celebrate those who make significant contributions to Lewes town and its residents.

Please complete this form to nominate a person or group for a Civic Award. Nominations may be made by councillors, officers or residents of the town. If you have any difficulties or questions in filling in this form, please contact the Town Hall reception.

Civic Award criteria and eligibility

1. Nominees must have made a significant contribution to Lewes and its residents. This could be through specific endeavours or through a combination of a number of factors: those who add social, cultural, educational, economic or environmental value to the town; initiatives to improve quality of life for residents; a sustained contribution to a particular issue which has far-reaching benefits for Lewes; improving the promotion of the town or enhancing its reputation; or to individuals or groups who have created a recent but highly innovative and demonstrably impactful service.
2. Nominations can be for individuals or groups who volunteer their time.
3. Nominees should ordinarily be resident within Lewes town electoral boundaries however, nominees who are not resident in the town but who have contributed their services wholly to the well-being of the town and its residents will be considered.
4. Nominees should provide services to Lewes residents and be currently active in the community

work for which they are nominated.

5. There are no restrictions on the Award being made to the same individual or group more than once, but it is preferable that they have not received a civic award recently. Please contact the Civic Officer who can confirm previous civic award recipients.

Procedures

1. All nominations must be made confidentially; nominations will remain confidential throughout the process; details of any individual or group nominated must not be made public; only successful nominees will be made public, following notification of success and agreement to acceptance of an award.
2. There is no guarantee of an award as a result of a nomination, but due consideration will be given to all nominations received. Nominations will be reviewed by a panel of four selected councillors and the Mayor who will decide upon the chosen winners.
3. The nominator will be advised of the successful nomination via email. Successful nominees will be advised of the award, via the Civic office, and be asked to indicate that they accept the award before it is announced publicly. Successful nominees will be invited to attend the Annual Town meeting or an alternative arrangement if the nominee is unable to attend.
4. The details of successful and accepted nominees will be held on the Council's website. Appropriate publicity will be produced for the Town Council's website, social media and for press releases, with permission
5. The winners will be invited to the Annual Town Meeting on 19 March 2025 to receive their civic award.

Nominee Details

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed, or we will be unable to consider your nominee.

Nominee Name

Title

First

Last

Nominee Address

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

Nominee Phone

Nominee Email

Your recommendation

In this section, please set out details of why you think this individual should receive a Civic Award from the town council. Maximum 1000 words.

Your Details

This section should include your details, as the person making the nomination.

Name

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Title

First

Last

Address

Address Line 1

Address Line 2

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City

State / Province / Region

Postal / Zip Code

Phone

Email

Relationship to nominee

Declaration

The successful nominee will be asked to agree to have their photograph taken and appear in relevant publicity including the Lewes Town Council Website, Social Media channels and publications. The nominee has the right to withdraw their consent at any time.

The details of successful and accepted nominees will be held on the Council's website.

Your signature

Important note

The nominations must be made confidentially and details of any individual or group nominated must not be

made public. Any disclosure, on social media platforms or otherwise, will make this application invalid.

Data Protection and privacy notice

In this form we will ask for some personal information (such as name, address, postcode) to fulfil your request for information or services.

This information will be held securely and will be used to update you with information about the nomination. All the information you have supplied will be destroyed after the winners have been selected.

The information you provide will be kept secure and will not be passed on to any third parties without your consent. Should you wish to withdraw or amend your details please contact the Civic Officer on 01273 471469 or info@lewes-tc.gov.uk

Any processing will be performed in line with the requirements of the General Data Protection Regulations 2018.

For further information, and to find details of your rights and how we process personal data, please see the [Lewes Town Council Privacy Notice](#).

By completing this form you are consenting to the Council capturing and storing the personal details in this form for providing the service requested.

The details of successful and accepted nominees will be held on the Council's website.